




MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR A4 RIM / A3 RIM FINAL EXAMS OF PRIMARY, AS PER ENCLOSED.

PRINCIPAL

REQUISITION / DEMAND FORM					
Name of the Requisitioner		Ritu Walia		Designation PRT	
Employee code		127		Department Examination (Primary)	
Name & Type of work/ project/purchase					
			M.G.N. Public School		Serial No./Ref. No. 42/11
541			Adarsh Nagar, Jalandhar		Date: 29/01/2026
REQUISITION / DEMAND FORM					
Name of the Requisitioner		Ritu Walia		Designation	
Employee code		127		Department Examination (Primary)	
Name & Type of work/ project/purchase					
Tender required (Yes / No) <input type="checkbox"/> , If yes-Tender Date ____/____/____ (Online <input type="checkbox"/> or Newspaper <input type="checkbox"/>)					
Estimated date of beginning of work ____/____/____ Estimated date of completion of work ____/____/____					
S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
1.	A4 RIM	5 boxes			
2.	A3 RIM	1 Box			
		A3 paper			
*Please use supplementary list of items if items are more					
Signature of the Requisitioner		Signature of the Concerned Incharge/Sr. Supv.		Signature of the Principal	
*****For Store Keeper only*****					
Items not issued :(Same Serial Order to be mentioned as stated above against each item)					
S.No.	Description	Qty.			
Signature of Store Keeper			29/1/26		
*****For Purchase Committee Use Only*****					
Estimated Cost		Budgeted Amount		Expenditure Head	
Expenditure till Date		Office Supdt.			
Valid and responsive quotations were received.					
Bids/quotes were technically found acceptable & were considered for Financial/ Commercial comparison.					
Certified that Committee has scrutinized all valid quotations/bids.					
Comments/Recommendation					
The total financial implications will ₹					
In words					
(Headmistress Cum Acad. Co-ordinator/ HOD/Co-Ordinator)		(Financial Nodal Officer)		(Sr. Supervisor)	
		(Convener/Principal)		(Store Keeper)	